

1. Instructions

- This index defines the minimum documented information and records that must be maintained in each Contractor HSE File.
- Use it as the audit navigation guide during mobilization, execution, and close-out.
- The Contract Owner and Site HSE team shall confirm the contractor category during pre-qualification and may escalate requirements where risk warrants. Where any high-risk work is performed, Permit-to-Work and job risk assessment requirements apply regardless of category.
- All documents must be controlled (unique document number, revision, approval, effective date), and superseded versions removed from use.

2. Contractor HSE File Index (Category 1 – Long Term)

Applies to contractors with sustained site presence, significant manpower and/or repeated high-risk work. The full file must be maintained current for the duration of the contract.

Section	Document / Evidence	Description
1.0	Administration and Legal Compliance	
1.1	Contract Award / Scope Documentation	<ul style="list-style-type: none"> • Scope of work • Interfaces • Site access approvals
1.2	Contractor Company Registrations	<ul style="list-style-type: none"> • OSHA Workplace Registration Certificate • WCF Registration Evidence • Business License • Tax Compliance Evidence
1.3	Insurance Evidence	<ul style="list-style-type: none"> • As Required by Contract / Pre-Qualification Pack
1.4	Key Appointments and Organizational Chart	<ul style="list-style-type: none"> • Contractor Representative • Supervisors • HSE Roles • First Aiders • Emergency Coordinators
1.5	Statutory / competency-based appointments and authorizations	<ul style="list-style-type: none"> • As applicable to scope
2.0	HSE Management Planning and Programs	
2.1	Approved Contractor HSE Plan	<ul style="list-style-type: none"> • Aligned To PMS Standards and Project Requirements
2.2	Contractor HSE Policy	<ul style="list-style-type: none"> • Most Recent Version (Not older than 12 Months) • Signed by Contractor Representative • Proof of Communication to Work Force

Section	Document / Evidence	Description
2.3	Emergency Preparedness and Response	<ul style="list-style-type: none"> • Site ERP Interface • Emergency Contacts • Muster And First Aid Arrangements
2.4	Communication And Consultation Records	<ul style="list-style-type: none"> • Toolbox Talk Program • Meeting Schedule • Bilingual Communication Approach
2.5	Environmental Management Documentation	<ul style="list-style-type: none"> • Project EMP • Environmental Policy • Environmental Representative Appointment
3.0	Induction, Training and Competence	
3.1	Induction Records	<ul style="list-style-type: none"> • PMS Site Induction • Contractor Induction • Task/Work-Front Induction • Refresher Where Applicable
3.2	Training & Competency Register	<ul style="list-style-type: none"> • Annex B And Supporting Certificates • Attendance Registers
3.3	Licenses / Certificates / Authorizations for Specialist Work	<ul style="list-style-type: none"> • Electrical • Lifting • Mobile Plant • Confined Space • Working At Heights
3.4	Standard Operating Procedures/Safe Work Instructions	<ul style="list-style-type: none"> • Training Material • Competency Assessments
4.0	Risk Management and Operational Control	
4.1	Baseline Risk Assessment(S)	<ul style="list-style-type: none"> • Aligned with Contractor Scope of Work
4.2	Task Risk Assessments / Job Hazard Analyses (JHA's)	<ul style="list-style-type: none"> • For All Work Activities • Including Change Management Re-Assessments
4.3	Method Statements and Standard Operating Procedures/Safe Work Instructions	<ul style="list-style-type: none"> • Controlled Documents with Revision History • Aligned with Contractor Scope of Work
4.4	Fatal Risk Management	<ul style="list-style-type: none"> • Applicable Standards List for Scope • Critical Controls (CCV) and Verification Approach
4.5	Dynamic Risk Assessment Records	<ul style="list-style-type: none"> • Take 5 • Pre-Task Risk Checks

Section	Document / Evidence	Description
5.0	Permit-To-Work, Isolations and High-Risk Work Records	
5.1	Permit-To-Work Register	<ul style="list-style-type: none"> Completed Permits Controlled Activities By Type, As Applicable
5.2	Isolation / LOTO Records	<ul style="list-style-type: none"> Registers Tags/Locks Issuance, Verification Of Zero Energy
5.3	Working At Heights Records	<ul style="list-style-type: none"> Permits Equipment Inspections Rescue Plans
5.4	Confined Space Records	<ul style="list-style-type: none"> Permits Atmospheric Tests Standby/Rescue Arrangements
5.5	Lifting Operations Records	<ul style="list-style-type: none"> Lift Plans for Non-Routine Lifts, Rigging Certificates, Competent Person Appointments
5.6	Excavation And Penetration Records	<ul style="list-style-type: none"> Permits Services Checks Daily Inspections
6.0	Plant, Equipment, Tools and Certification	
6.1	Equipment / Plant Register	<ul style="list-style-type: none"> Equipment on Site Identification Licensing and Ownership
6.2	Pre-Start Inspections and Daily/Periodic Checklists	<ul style="list-style-type: none"> Light Vehicles Heavy Vehicles Mobile Plant Other Equipment
6.3	Maintenance Records and Service Schedules	<ul style="list-style-type: none"> Light Vehicles Heavy Vehicles Mobile Plant Other Equipment
6.4	Inspection And Certification Records	<ul style="list-style-type: none"> Lifting Equipment/Tackle Test Equipment Electrical Tools/Plant
6.5	Calibration Certificates	<ul style="list-style-type: none"> Measurement / Testing Devices

Section	Document / Evidence	Description
7.0	Occupational Health and Fitness for Work	
7.1	Medical Fitness	<ul style="list-style-type: none"> • Certificates of Fitness • Medical Fitness Register
7.2	Medical Surveillance Records	<ul style="list-style-type: none"> • For Exposure-Based Roles • Noise/Dust/Chemicals/Vibration
7.3	Fatigue Management	<ul style="list-style-type: none"> • Rosters • Plan
7.4	Drug And Alcohol Screening	<ul style="list-style-type: none"> • Screening Evidence
7.5	First-Aid Records	<ul style="list-style-type: none"> • (First-Aid Register, Treatment Logs) And First-Aider Competency Evidence
7.6	Exit Medicals and Demobilization Health Documentation	<ul style="list-style-type: none"> • Exit Medical Records
8.0	Environmental Records	
8.1	Hazardous Chemical Substances	<ul style="list-style-type: none"> • Hazardous Chemical Register • Safety Data Sheets (SDS/MSDS)
8.2	Waste Management Records	<ul style="list-style-type: none"> • Segregation • Storage • Disposal
8.3	Spill Prevention and Response Records	<ul style="list-style-type: none"> • Spill Kit Inspections • Spill Reports • Clean-Up Evidence
8.4	Environmental Incidents	<ul style="list-style-type: none"> • Near Misses and Investigations • Reporting Records
8.5	Permits To Clear (LCP)	<ul style="list-style-type: none"> • Land Disturbance Approvals • Rehabilitation Records
9.0	Monitoring, Inspection, Auditing and Reporting	
9.1	Weekly HSE Reports	<ul style="list-style-type: none"> • Manhours • Incidents • Assurance
9.2	Monthly HSE Performance Reports	<ul style="list-style-type: none"> • KPI's, • Incidents • Audits • FRM Verifications (CCV)
9.3	Critical Control Verification (CCV)	<ul style="list-style-type: none"> • FRM Verification Records and Summaries

Section	Document / Evidence	Description
9.4	Inspection Records	<ul style="list-style-type: none"> HSE Inspections PTW Checks Emergency Equipment Site Walkabouts
9.5	Audit Schedule and Audit Reports	<ul style="list-style-type: none"> Internal Joint Site Audits Corporate/External Audits
9.6	Legal Compliance Verification Records	<ul style="list-style-type: none"> Checklists Actions
10.0	Incident And Non-Conformance Management	
10.1	Incident, Hazard and Near-Miss Reports	<ul style="list-style-type: none"> Incident Alert Notifications Preliminary Reports Supporting Evidence
10.2	Investigation Reports	<ul style="list-style-type: none"> ICAM Or Approved Methodology Evidence Packs and Signoffs Safety Shares and Lessons Learned
10.3	Non-Conformances	<ul style="list-style-type: none"> Non-Conformance Register Action Plan Close-Out Verification Evidence
11.0	Consultation And Meeting Records	
11.1	Safety Committee / Representative Records	<ul style="list-style-type: none"> Appointments Meeting Minutes Action Tracking
11.2	Toolbox Talks / Pre-Start Meeting	<ul style="list-style-type: none"> Attendance Records and Topics
11.3	Worker Feedback / Consultation	<ul style="list-style-type: none"> Records And Close-Out Evidence
12.0	Close-Out And Demobilization	
12.1	Demobilization	<ul style="list-style-type: none"> Close-Out Checklist / Final Inspections Handover Documentation
12.2	Final Action Register	<ul style="list-style-type: none"> Status And Close-Out Evidence
12.3	Final HSE Performance Summary /	<ul style="list-style-type: none"> Close-Out Report (Where Required by Contract)
12.4	Records Archiving	<ul style="list-style-type: none"> Confirmation And Retention Location (Physical/Digital)